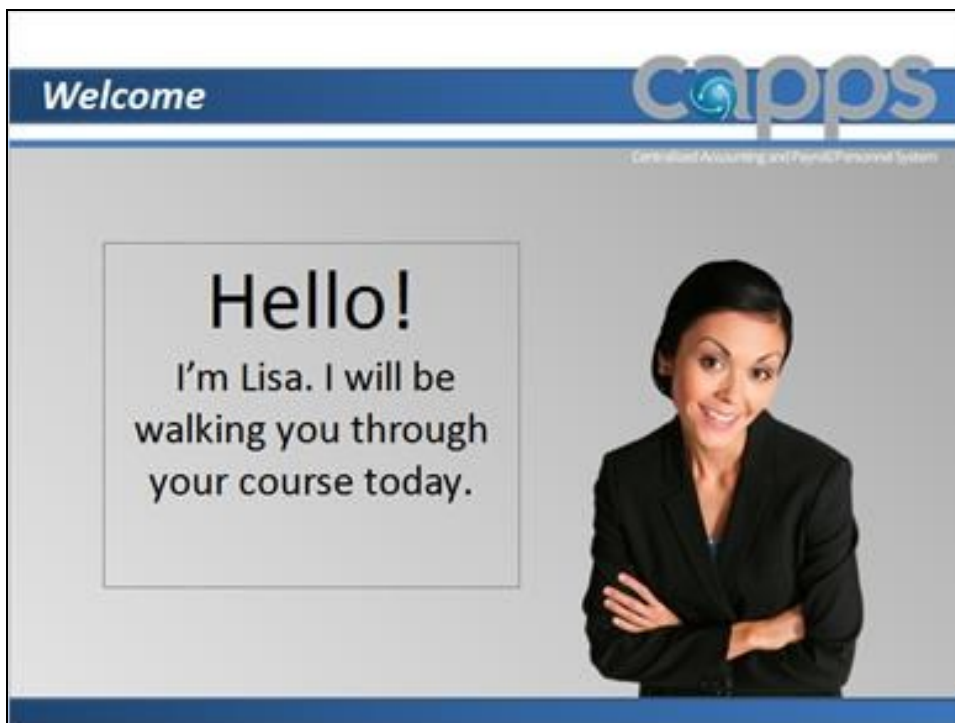


Learn for Administrators

CAPPS Learn for Administrators



1.2 Welcome



Learn for Administrators

1.3 Duration

Course Duration **capps**



3 1/2 Hours

This course will take approximately 3 1/2 hrs.

Course Duration **capps**




3 1/2 Hours

You can complete it all today or by sections.

Learn for Administrators

Course Duration



3 1/2 Hours

You can take the training how it best fits in your schedule.

Select next to continue

1.4 Preparation

Course Preparation



Avoid Distractions

It is recommended that you avoid distractions during training.

Learn for Administrators

Course Preparation

Avoid Distractions




You should close all other applications including your email while taking the course and silence your cell phone.

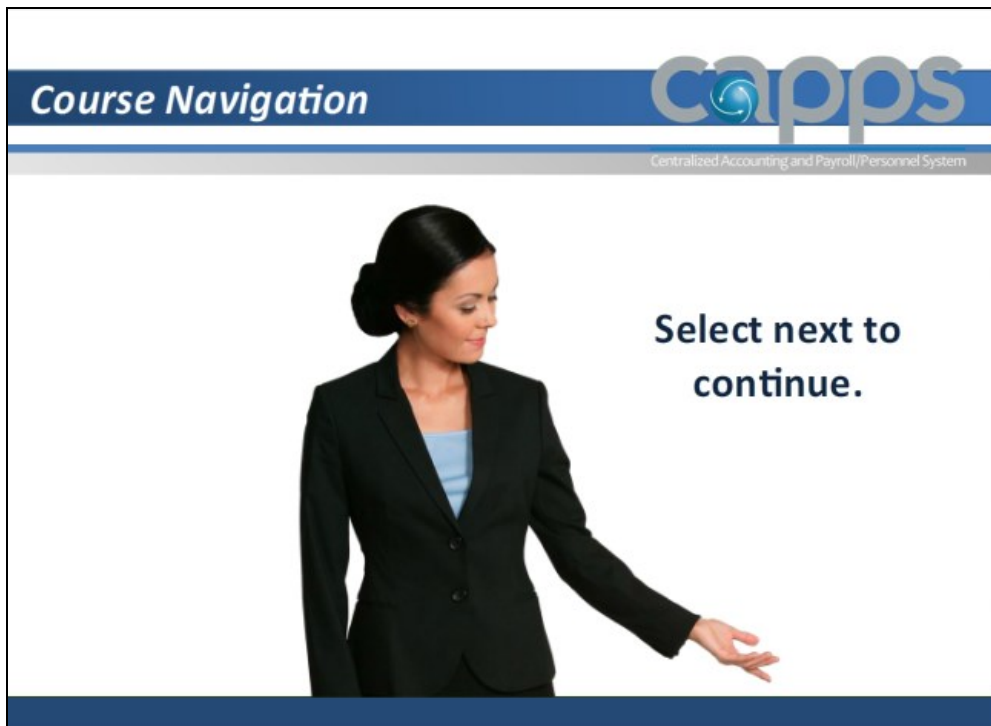
1.5 Navigation

Course Navigation

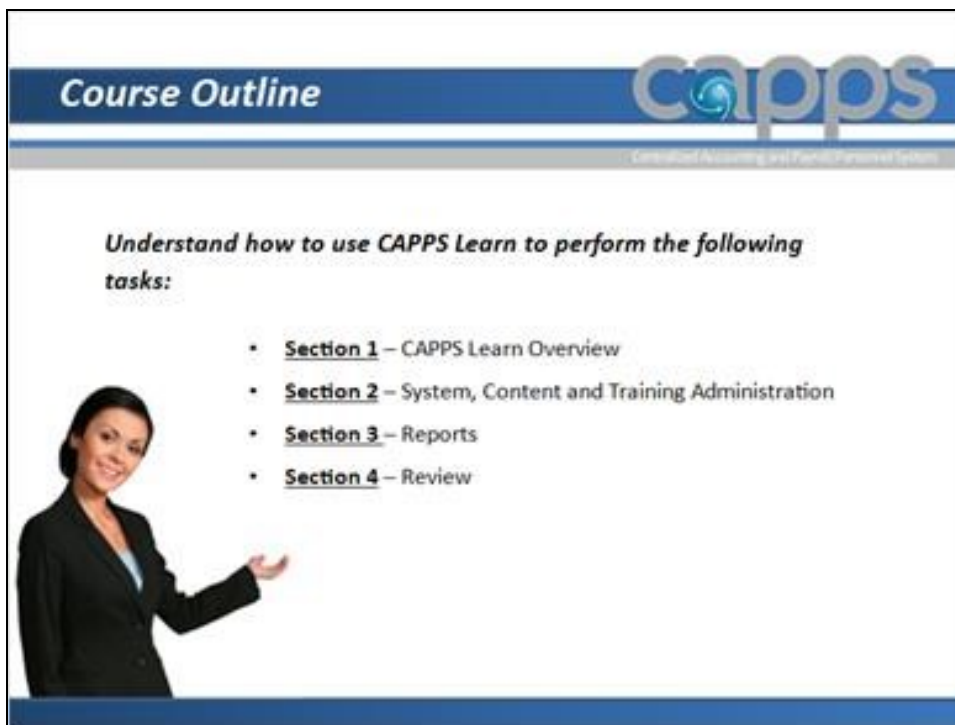
Use Navigation Buttons below.



Learn for Administrators



1.6 Course Outline




Learn for Administrators

1.7 Course Objectives

Course Objectives

After completing this course you will be able to:

- Explain the benefits of CAPPS Learn
- Describe the roles and responsibilities
- Define key terms and definitions
- Demonstrate how to navigate using the Management Controls menus
- Learn how to perform the tasks of a System, Content and Training Administrator
- Learn how to run and review reports



2. Section 1-Overview



Section 1 Overview

capps
Centralized Accounting and Payroll/Personnel System


Learn for Administrators

2.2 Section 1 – Objectives

Section 1 – Objectives

After completing this section you will be able to:

- Describe the CAPPS Learn System
- Explain the benefits of CAPPS Learn
- Relate key terminology
- Differentiate between the roles and responsibilities
- Navigate using the Management Control menus



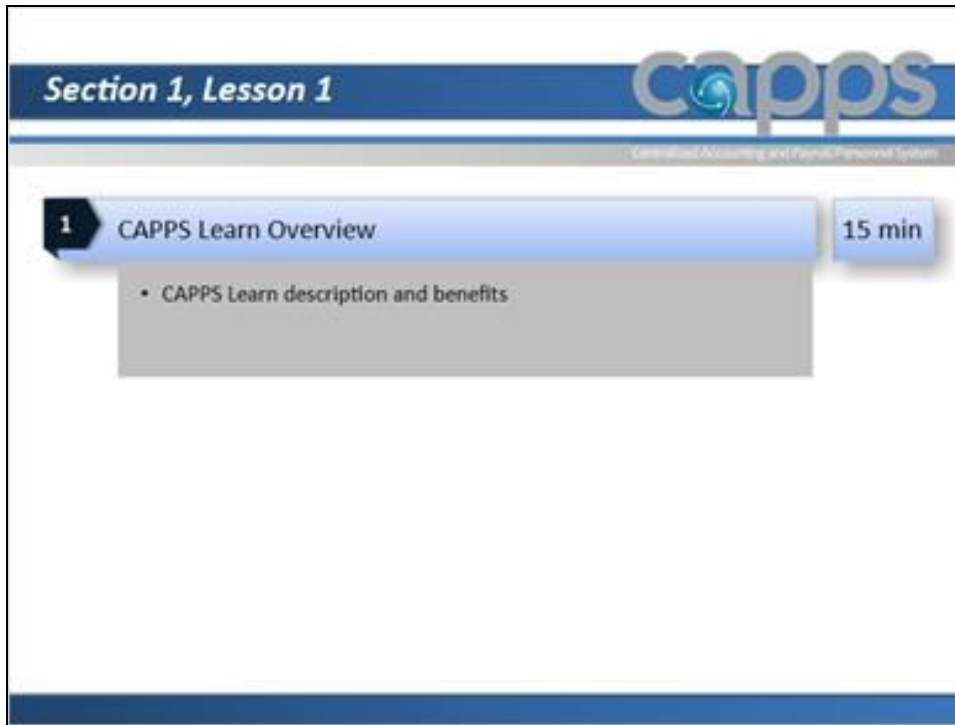
2.3 Section 2 – Outline

Section 2 – Outline

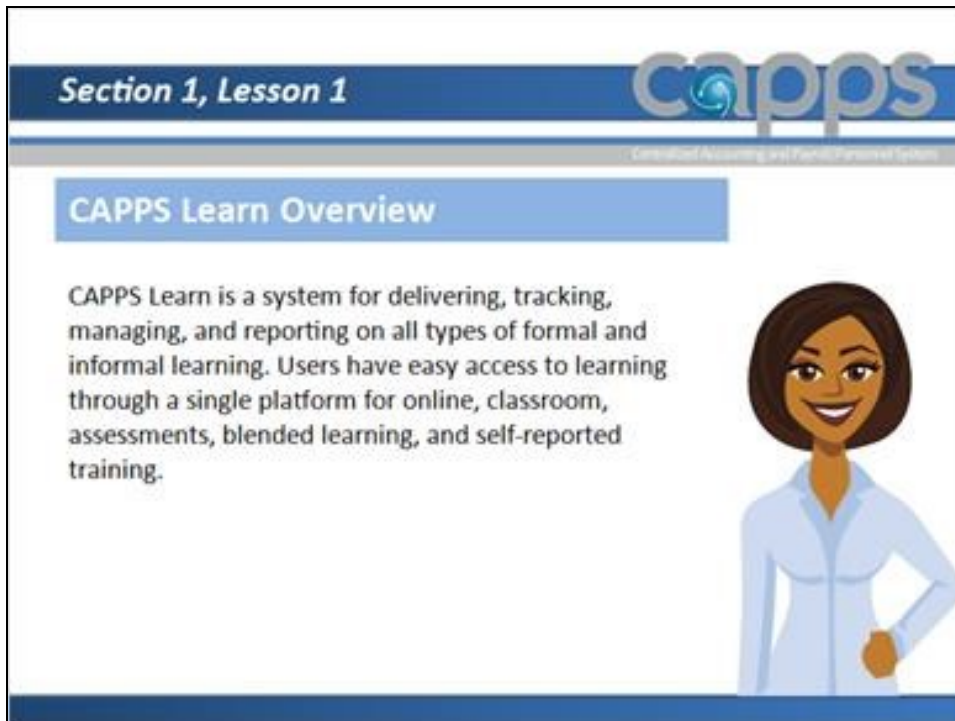
1	CAPPS Learn Overview	10 min
2	Introduction to Roles and Key Terms	10 min
3	Administrator Navigation Fundamentals	20 min

Learn for Administrators

2.4 Section 1, Lesson 1



2.5 Section 1, Lesson 1 Exercise




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2.6 Section 1, Lesson 1 Exercise

Section 1, Lesson 1 Continued

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CAPPS Learn Benefits



- Easily manage delivering, managing and tracking your learning initiatives.
- Enable users to take advantage of blended learning plans including online, classroom, virtual classroom, assessments, and informal learning.
- Agencies have the ability to manage their own LearnCenter.

2.7 Section 1, Lesson 2

Section 1, Lesson 2

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1

CAPPS Learn Overview

10 min

2

Introduction to Roles and Key Terms

- Review Roles and Responsibilities
- Review Key Terms

10 min

3


Administrator Navigation Fundamentals

20 min

Learn for Administrators

2.8 Section 1, Lesson 2 Continued


Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System

Roles	Responsibility
System Administrator	Select each role on the left to review the corresponding responsibilities.
Training Administrator	
Content Administrator	
Supervisor	
Instructor	

LC Administrator Roles & Responsibility

Section 1, Lesson 2 Continued


Centralized Accounting and Payroll/Personnel System


Roles	Responsibility
System Administrator	
Training Administrator	
Content Administrator	
Supervisor	
Instructor	

Learn for Administrators

System Administrator


Section 1, Lesson 2 Continued	
	
Centralized Accounting and Payroll/Personnel System	
Roles	Responsibility
System Administrator → Training Administrator Content Administrator Supervisor Instructor	System Administrators core responsibility is to manage their LearnCenter.

Training Administrator


Section 1, Lesson 2 Continued	
	
Centralized Accounting and Payroll/Personnel System	
Roles	Responsibility
System Administrator Training Administrator → Content Administrator Supervisor Instructor	Training Administrators are generally responsible for setting up Instructor-led Training (ILT), creating enrollments, assignments, learning plans, skills and reporting.

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Content Administrator

Section 1, Lesson 2 Continued	
	
Centralized Accounting and Payroll/Personnel System	
Roles	Responsibility
System Administrator	Content Administrators are generally responsible for the setup of the LearnCenter's look and feel, and importing course content.
Training Administrator	
Content Administrator	
Supervisor	
Instructor	

Supervisor

Section 1, Lesson 2 Continued	
	
Centralized Accounting and Payroll/Personnel System	
Roles	Responsibility
System Administrator	Supervisors manage and monitor the training activity of their direct reports.
Training Administrator	
Content Administrator	
Supervisor	
Instructor	

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Instructor

Section 1, Lesson 2 Continued	
capps	
Centralized Accounting and Payroll/Personnel System	
Roles	Responsibility
System Administrator	<p>Instructors teach the ILTs that are offered at an agency, manage attendance and rosters.</p>
Training Administrator	
Content Administrator	
Supervisor	
Instructor	

2.9 Section 1, Lesson 1 Exercise

Section 1, Lesson 2 Continued	
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Centralized Accounting and Payroll/Personnel System	
Key Terms	Definitions
Instructor Led Training (ILT)	Instructor Led Training (ILT) is training that occurs in a classroom that has one or more instructors teaching skills or material to users through lectures, presentations, and demonstrations.
Events	Events are the highest level in the ILT hierarchy. Generally they are named for the topic covered during training. An ILT Event can have one or more Tracks.
Tracks	Tracks are the second level in the ILT hierarchy. They are typically used to identify different audiences (Sales, Customer Service), locations (TX or FL) or for organizing sessions by audience, location, or date. Tracks can have one or more ILT Sessions.
Sessions	Sessions are the third level in the ILT hierarchy and they are used to specify items such as the date and time the ILT event takes place, location, instructors, and session details.
Web-Based Training (WBT)	WBT (Web-based Training) is self-paced or asynchronous content. It includes, but is not limited to SCORM, AICC, and LearnCenter Course Editor content.

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2.10 Section 1, Lesson 1 Exercise

Section 1, Lesson 2	
CAPPS	
Centralized Accounting and Payroll/Personnel System	
Key Terms	Definitions
Control Panel	The Control Panel is the command central for the LearnCenter. This is the behind-the-scenes area where the admin can manage most of what Users see and do in the LearnCenter.
Dynamic Objects	The tool used in creating end user pages. They allow you to personalize each user's experience, such as "Welcome Jane".
Resource Manager	The resource manager tool is the repository for media and files used in the LearnCenter.
Visual Manager	The visual manager is a tool that provides a graphical way to manage your site.
Aviation Industry CBT Committee (AICC)	Aviation Industry CBT Committee (AICC) are eLearning standards developed by an international association of technology-based training professionals for the aviation industry in the development, delivery, and evaluation of CBT materials.

2.11 Section 1, Lesson 1 Exercise

Section 1, Lesson 2 Continued	
CAPPS	
Centralized Accounting and Payroll/Personnel System	
Key Terms	Definitions
SCORM	Shareable Content Object Reference Model (SCORM) are eLearning standards & specifications that allow you to use different vendors' tools to create and distribute WBT content with consistent results.
WYSIWYG	What You See Is What You Get (WYSIWYG) pronounced "whizzy-wig" is a word processing term meaning that text and graphics print exactly the way they appear on a computer screen.

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2.12 Section 1, Lesson 3

Section 1, Lesson 3

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Centralized Accounting and Payroll/Personnel System

1	CAPPS Learn Overview	10 min
2	Introduction to Roles and Key Terms	10 min
3	Administrator Navigation Fundamentals	20 min

- Navigate using the Management Control menus

2.13 Section 1, Lesson 3

Section 1, Lesson 3



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Centralized Accounting and Payroll/Personnel System

Navigation Fundamentals for Administrators

This lesson will help you get started using CAPPS Learn.

You will learn how to:

- Navigate using the Management Control menus



Exercise(s)

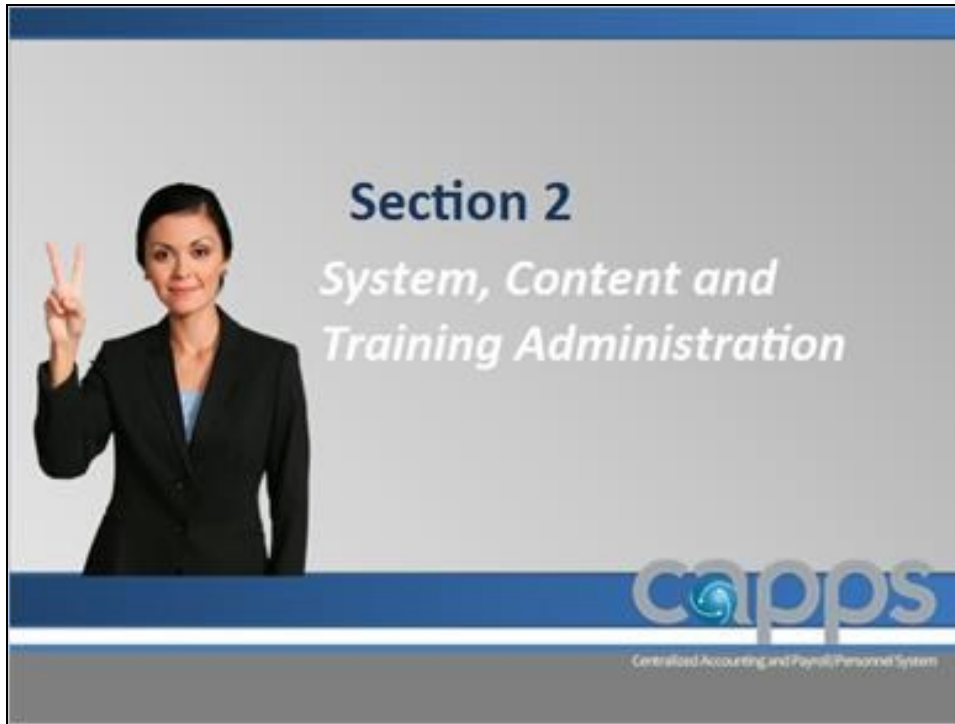
The following exercise(s) provide step-by-step instructions on how to perform a task in CAPPS.

Navigation Fundamentals for Admins
Scenario 1: Administrator Navigation

After completing the exercises close the browser tab and return to the course.

Learn for Administrators

3. Section 2-System, Content and Training Admin.



3.2 Section 2 – Outline

Section 2 – Outline		
		capps Centralized Accounting and Payroll/Personnel System
1	System Administrators	60 min
2	Content and Training Administrators	60 min
3	Training Administrators	60 min

Learn for Administrators

3.3 Section 2 – Lesson 1

Section 2 – Lesson 1

capps
Centralized Accounting and Payroll/Personnel System

1	System Administrators	60 min
System Administrators will learn how to manage: System Settings and Configuration, Field Settings, User Accounts, Dynamic Groups and Users, Role Configuration, Security, Permissions, Messages and Notifications		
2	Content and Training Administrators	60 min
3	Training Administrators	60 min

3.4 Section 1 – Lesson 1 Exercises

Section 1 – Lesson 1 Exercises

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Centralized Accounting and Payroll/Personnel System


Exercise(s)

The following exercise(s) provide step-by-step instructions on how to perform a task in CAPPS.

LearnCenter Basics for System Administrators

- Scenario 1:** Agency System Settings/Configuration
- Scenario 2:** Field Settings
- Scenario 3:** Managing User Accounts
- Scenario 4:** Creating a Dynamic Group & Mapping Users
- Scenario 5:** Validating Role Config & Security Permissions
- Scenario 6:** Managing/Defining Messages and Notices

After completing the exercise(s) close the browser tab and return to the course.



Learn for Administrators

3.5 Section 2 – Lesson 2

Section 2 – Lesson 2

Centralized Accounting and Payroll/Personnel System

1 System Administrators 60 min

2 Content and Training Administrators 60 min

Content and Training Administrators will learn how to manage:

Configuring/displaying LC Page, creating courses with LC Course Editor, inserting a WBT, uploading files to Resource Manager, creating Categories and Instances, Assignments, Questions/Answers Pool and Surveys

3 Training Administrators 60 min

3.6 Section 1 – Lesson 2 Exercises

Section 1 – Lesson 2 Exercises

Centralized Accounting and Payroll/Personnel System


Exercise(s)

The following exercise(s) provide step-by-step instructions on how to perform a task in CAPPS.

LearnCenter Basics for Content and Training Administrators

Scenario 1: Configuring/Displaying LC Pages
Scenario 2: Creating Courses with LC Course Editor
Scenario 3: Inserting a WBT
Scenario 4: Uploading Files to Resource Manager
Scenario 5: Creating Categories
Scenario 6: Creating Instances
Scenario 7: Creating Assignments
Scenario 8: Creating Questions/Answers Pool
Scenario 9: Creating Surveys

After completing the exercise(s) close the browser tab and return to the course.



Learn for Administrators

3.7 Section 2 – Lesson 3

Section 2 – Lesson 3

Centralized Accounting and Payroll/Personnel System

1	System Administrators	60 min
2	Content and Training Administrators	60 min
3	Training Administrators	60 min

Training Administrators will learn how to manage:

Instructor-Led Training (ILT), Assessments (Tests), Enrollments, Learning Plans, Skills/Add Notice & Notification and ILT Certificates

3.8 Section 1 – Lesson 3 Exercises

Section 1 – Lesson 3 Exercises

Centralized Accounting and Payroll/Personnel System


Exercise(s)

The following exercise(s) provide step-by-step instructions on how to perform a task in CAPPS.

LearnCenter Basics for Training Administrators

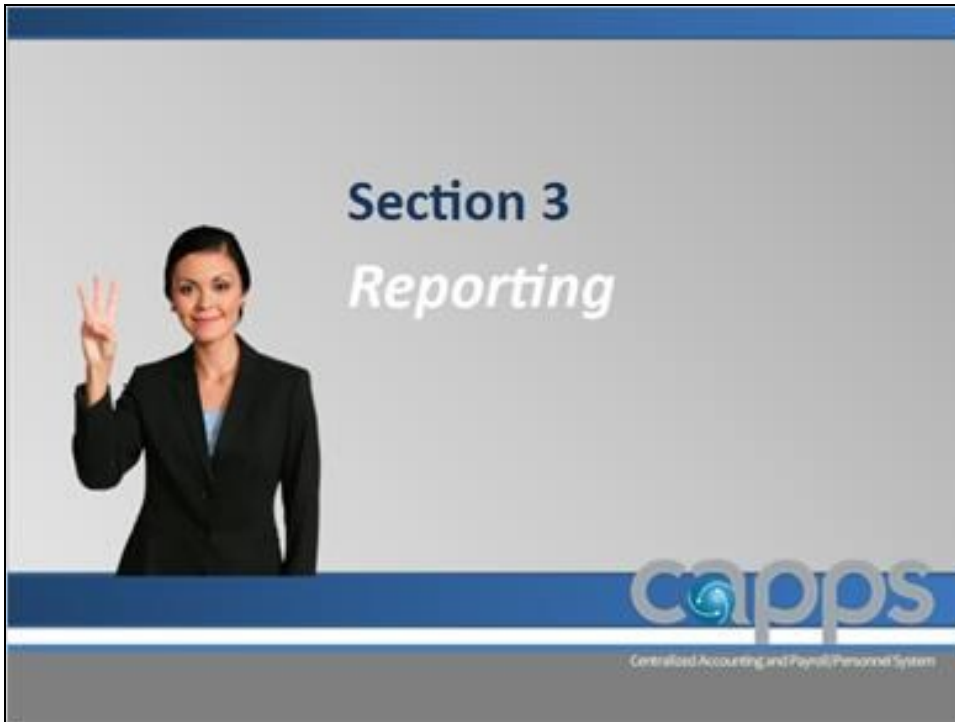
- Scenario 1:** Creating Instructor-Led Training (ILT)
- Scenario 2:** Creating Assessments (Tests)
- Scenario 3:** Creating Enrollments
- Scenario 4:** Creating Learning Plans
- Scenario 5:** Creating Skills/Add Notice & Notification
- Scenario 6:** Creating ILT Certificates

After completing the exercise(s) close the browser tab and return to the course.

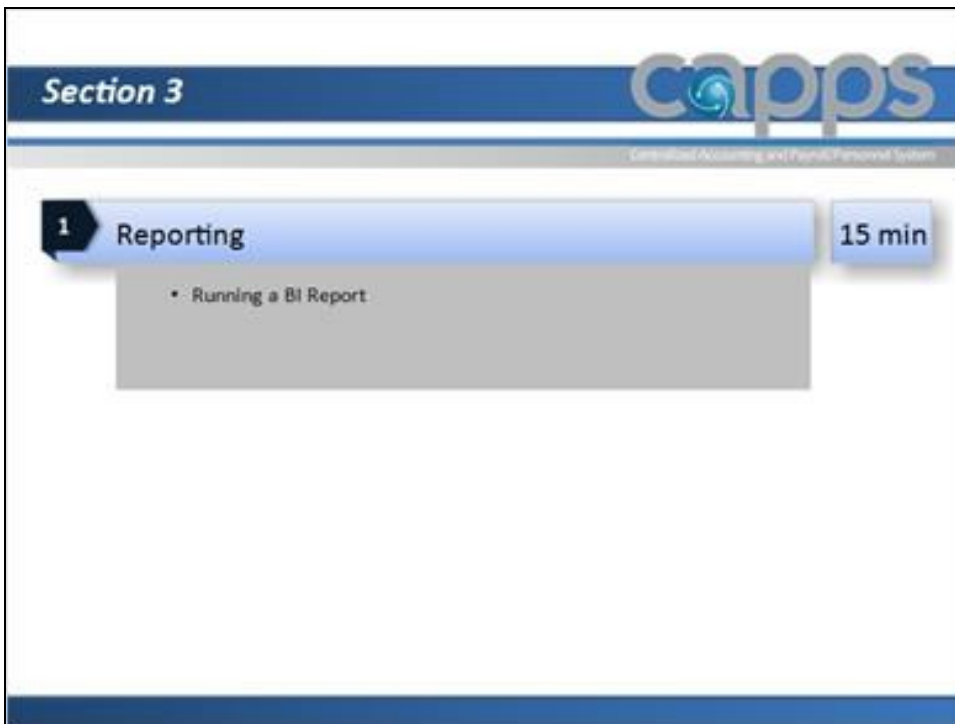


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4. Section 3-Reporting



4.1 Section 3-Reporting



Learn for Administrators

4.2 Section 3 – Lesson 1 Exercise

Section 3 – Lesson 1 Exercise

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Centralized Accounting and Payroll/Personnel System


Exercise(s)

The following exercise(s) provide step-by-step instructions on how to perform a task in CAPPS.

LearnCenter Basics for Administrators

Scenario 1: Running a BI Report


After completing the exercise(s) close the browser tab and return to the course.



5. Section 4

Section 4

Review




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Centralized Accounting and Payroll/Personnel System


Learn for Administrators

5.1 Summary

Summary



Centralized Accounting and Payroll/Personnel System



Congratulations, you have completed this course. You learned the following regarding CAPPS Learn:

- The benefits of CAPPS Learn
- Roles and Responsibilities
- Key Terms and Definitions
- Navigation using the Management Control menus
- How to perform tasks of a System, Content and Training Administrator
- Running reports

5.3 Questions

Questions



Centralized Accounting and Payroll/Personnel System

What questions do you have?



Learn for Administrators

5.4 End

